



PUBLIC RECORDS REQUEST FORM

Town of Avon
65 East Main Street
Avon, Massachusetts 02322

Date/Time Stamp here

Date of Request

All public records request will be responded to within ten (10) days after receipt of request. Responses may indicate further time is necessary, additional information is required, or an estimate of fees required to fulfill the request, as examples.

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Enter Description of Materials Sought:

Name of Requestor

Email

Firm/Company Name

Street, City, State and Zip Code

Phone Number

Fax Number

Please be as specific as possible when requesting information:

☐ COPY OF RECORDS (.05 PER PAGE PLUS SEARCH, REDACT AND/OR COPY FEE)

☐ OTHER / ADDITIONAL INFORMATION:

Office Use Only:

Received by	Initial Response	Subsequent Reviews	Fees	Paid	Records Provided
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